



Maine Department of Corrections

DOC Facility Reopening Plan – October 2020

Reviewed by ME CDC

Issued: October 1, 2020

- **Continued monitoring and response**
 - The DOC continues to monitor the state's COVID-19 situation (including daily consultation with the ME CDC) and may revise the facility reopening plan, including implementing more restrictive measures, at any time until further notice.
 - Although MDOC continues to move forward with a gradual resuming of operations within community corrections and correctional facilities, the following trigger points have been identified as indicators of a potential need to re-implement previous or new COVID-19 restrictions. If Maine experiences one (or more) of the following, MDOC's Incident Command team will immediately review the need to fully implement phase 2 or phase 3 COVID-19 protocols and restrictions:
 - Maine's statewide COVID-19 positivity rate reaches or exceeds 2%;
 - ME CDC/ME DOE issue regional or county guidance to schools to temporarily close or begin full remote learning due to local COVID-19 transmission rates;
 - ME CDC and/or local hospitals issue guidance or capacity concerns regarding available medical services related to COVID-19 transmission rates regionally or statewide;
 - MDOC confirms one or more positive COVID-19 cases (staff or client) in a MDOC facility or regional office;
- **COVID-19 Testing**
 - Facilities will continue to adhere to the DOC's most recent COVID-19 testing and quarantine plans, (refer to [testing plan document](#)).
- **Operational Procedures**
 - Social distancing, proper hand hygiene, and face covering requirements will continue to be enforced in all areas of facility operations, and each facility will establish an operational plan to ensure compliance based upon their physical plant, schedules, population, and other logistical considerations;
 - DOC staff, providers, volunteers and visitors must adhere to the DOC-approved face covering requirements, which includes not wearing neck gaiters, bandanas, chin shields, and other non-approved coverings;
 - DOC-approved face shields may be allowed for use by DOC staff or volunteers on a case-by-case basis if it is determined to be medically necessary for an individual staff member, as confirmed by a medical note and approved by the facility CAO;
 - Staff, contracted providers, and all visitors to a facility will be required to abide by the Department's COVID-19 entrance and screening protocols upon arrival at the facility, including completion of the COVID-19 screening form, temperature screening, and compliance with hand hygiene and face covering protocols;
 - Enhanced cleaning and sanitation practices will continue;
 - Facilities will continue with conducting cell searches, requiring staff to wear appropriate PPE when conducting searches;
 - Facilities will continue with suspicion-based drug testing practices; however, the facility CAO may approve random drug testing in areas of the facility where there may be a security need;
 - Facilities will maintain socially distanced and/or telephone briefings with staff;



Maine Department of Corrections

- Facility CAOs will continue to identify locations within each facility (e.g. medical clinics, officer stations) in need of protective barriers and will install barriers where necessary for a sustainable operational response.
- **Visitation:**
 - All visitors to a facility will be required to abide by the Department's COVID-19 entrance and screening protocols upon arrival at the facility, including completion of the COVID-19 screening form, temperature screening, and compliance with hand hygiene and face covering protocols;
 - Facilities will continue allowing in-person, non-contact visitation, in addition to video visitation, during the month of October 2020;
 - In person, non-contact visits will utilize current or temporary non-contact visit booths/structures
 - In person, non-contact visitation, during October 2020, will be open only to Maine, Connecticut, Massachusetts, New Hampshire, New Jersey, New York, and Vermont residents (this is subject to change based upon the Governor's reopening plans for the State of Maine);
 - Visitors will be required to provide their name, address, and telephone number (via state ID and/or driver's license) to the facility for COVID-19 contact tracing purposes when arriving for their scheduled visit;
 - Other out of state visitors will be offered to continue with free video visitation;
 - In-person visitation will be limited to two same-household visitors at any one time.
 - Video visitation will continue and will run simultaneous to in person non-contact visits, in addition to alternative timeframes (based upon facility availability and scheduling);
 - All clients will continue to have access to at least 1 video visit per month.
 - Designated visitation areas will be maintained at each facility, with operational plans established by the facility CAO;
 - Each facility's plan will include protocols for social distancing practices, proper hand hygiene, COVID-19 entrance screening, and mandatory wearing of face coverings;
 - Face coverings will be available in the event visitors do not have one with them;
 - Children under the age of 5 who are unable to maintain wearing a face covering during the visit will be allowed to continue with the visit;
 - Facilities will continue to offer 20 free text messages per week through the month of October;
 - Professional visits:
 - All professional visitors will be required to pass the facility's entrance and screening protocols upon arrival at the facility, including the COVID-19 screening form, temperature screening, and compliance with hand hygiene and face covering protocols;
 - Professional visitors will be encouraged to utilize the facility's non-contact visit rooms for their visits;
- **Community Restitution Work**
 - Facility-based work which does not require public contact/interaction will continue, as approved by the CAO;
 - Community work crews will abide by social distancing, proper hand hygiene, and face covering requirements;
 - Each pre-release facility will approve up to 15 clients for community restitution crews;
 - Non-public contact community work will continue through the month of October 2020
 - Community work that is supervised by another state agency and does not require public contact/interaction, may be permitted as a facility-based work crew (i.e. DOT), if approved by the CAO;



Maine Department of Corrections

- If, at any point during the month of October, a community restitution crew has contact/interaction with the public, the facility CAO may suspend the crew's project;
- Due to the lack of contact with the public and the ability to cohort community restitution crews and staff, COVID-19 testing will not be required as part of this program;
- **Work Release**
 - Clients will be allowed to participate in on-grounds work release, as determined by the CAO;
 - During October, DOC pre-release facilities will continue the gradual reopening of their work release programs:
 - During October, work release placements will continue to be restricted to employers that are not public-facing work sites (i.e. work release will not be approved for restaurants, retail, etc.);
 - During October, pre-release facilities will not add any new work release employers for placement;
 - During October, each pre-release facility may approve up to 10 additional clients for work release;
 - The facility CAO may decide to not add any additional clients for work release, at his or her discretion;
- **Furloughs**
 - During October 2020, furloughs will continue to be suspended.
- **Death Bed and Funeral Trips**
 - Facilities will allow CAO-approved death bed visits and/or funeral trips, in accordance with DOC policy;
 - All approved trips will be required to abide by social distancing, cloth face covering, and other COVID-19 precautions required in the community;
 - All approved trips will adhere to the DOC's COVID-19 testing plan requirements;
- **Recreation**
 - Recreation activities and plans will continue to be established by the facility CAO, specific to the facility's schedule and layout;
 - Each facility's plan will include protocols for social distancing practices, proper hand hygiene, and wearing of face coverings, where necessary;
 - Facilities will begin offering client haircuts, following the "reopening guidelines" established by DECD for barbers, including wearing a face covering, and other necessary PPE;
- **Court Trips and Appearances**
 - All court trips will be subject to the DOC's most recent COVID-19 testing and quarantine plans, (refer to [testing plan document](#)).
 - All court trips conducted by non-DOC agencies will require the DOC client to be quarantined and monitored for 14 days upon return to the DOC facility;
 - Court trips conducted by DOC staff will not require any period of quarantine, unless otherwise directed by the facility CAO;
- **DOC Transfers and County Jail Admissions**
 - All transfers and admissions will be subject to the DOC's most recent COVID-19 testing and quarantine plans, (refer to [testing plan document](#)).



Maine Department of Corrections

- Internal DOC facility to facility transfers will continue during October 2020;
 - Each facility will work with the Director of Classification to identify a housing area for scheduled transfers to be housed for a period of 7 days prior to transfer, monitored by medical
 - DOC will COVID-19 test all facility-to-facility transfers, at least 24 hours prior to transferring from the sending facility (a transfer will not occur until the test results are received);
 - All transfers, upon negative test result and transfer to another facility, will be isolated and monitored by medical at the receiving facility for 72 hours, prior to being housed in non-COVID-19 housing;
 - Any DOC client on the transfer list from a housing unit with a recent (within 14 days) COVID-19 positive case will be removed from the transfer list for at least 14 days;
 - Facility to facility transfers will be isolated and monitored for 72 hours upon arrival at the receiving facility;
- County jail intakes will continue during October, with a specific schedule and protocol to be followed;
 - During October 2020, the county jail intake coordination process will be managed by the Maine Department of Corrections (DOC). All transfer scheduling and finalization will be approved by the DOC's Director of Classification, as outlined below.
 - County jails requesting to transfer a DOC-sentenced client to the DOC will be required to contact the DOC Director of Classification (by email) for planning their county jail transfer, in accordance with the criteria below.
 - County jails shall only transfer DOC-sentenced clients after they have been in the county jail for at least 14 continuous days (at the same facility);
 - County jails are asked to limit the property transported to DOC facilities as part of the intake process, only transferring allowable and essential property;
 - Upon DOC approval, the DOC Director of Classification will notify the county jail the Friday prior to the requested transfer week, to finalize the transfer the following week and provide an assigned transfer date;
 - A requested transfer may not be approved by DOC if the DOC is already scheduled to receive the maximum number of weekly county jail intakes;
 - The DOC Director of Classification will be responsible for notifying the receiving DOC facility of upcoming approved transfers;
 - A county jail intake arriving at a DOC facility without approval to be accepted and not scheduled for intake will be turned away by the facility Chief Administrative Officer;
 - County jail intakes will be limited, weekly, to the following:
 - All county jail intakes (male and female) will be placed at Maine Correctional Center
 - The number of weekly male county jail intakes will be established by the Director of Classification;
 - Male county jail intakes will only be accepted on Mondays, Wednesdays, and Thursdays of each week, upon approval for placement (the total number of weekly intakes will be distributed evenly across the three intake days);
 - Counties will be provided a timeframe each day for transporting the intakes to MCC (i.e. 8:30-10am or 12:30-2pm);
 - The number of weekly female county jail intakes will be established by the Director of Classification;



Maine Department of Corrections

- Female county jail intakes will only be accepted on Fridays of each week, upon approval for placement;
- Counties will be provided a timeframe each day for transporting the intakes to MCC (i.e. 8:30-10am or 12:30-2pm);
- Approved county jail intakes will be required to be assessed by the jail's medical staff for COVID-19 related symptoms, prior to transfer, and must be accompanied by medical documentation documenting their clearance for transfer (intakes will be turned away if this medical documentation is not provided at the time of transfer);
 - The screening and documentation must include the following:
 - Temperature check information for at least the prior 72 hours;
 - Respiratory symptoms check (i.e. shortness of breath, congestion, cough);
 - Recent loss of smell or taste;
- 24 hours prior to departure, county transports will call and notify the DOC receiving facility's Central Control with their estimated time of arrival;
- Upon arrival at a DOC facility, DOC intake staff and medical will conduct a COVID-19 medical screening in the reception garage, prior to intaking the client;
 - DOC intake staff will wear PPE (including gloves and P100/N95 masks)
 - County jail intakes will be quarantined and monitored for 14 days upon arrival at the receiving DOC facility;
 - County jail intakes will be administered a COVID-19 test as part of the admission and quarantine protocol;
- In October, the DOC will continue not accepting county jail safe-keepers/boarders for the purpose of completing their concurrent/consecutive county jail sentence or while awaiting further court disposition.
 - Any active safe-keepers/boarders may remain in DOC custody, at the request of the County Sheriff and upon approval of the DOC Director of Classification;
- At any point, if the Maine Correctional Center experiences a positive COVID-19 case in a DOC client, all intakes and transfers will be suspended pending completion of the DOC's phase 3 response;
- At any point, if a county jail experiences a positive COVID-19 case in an incarcerated client, intakes from that county jail will be suspended pending the jail's response and CDC guidance;
 - Intakes from that county jail will be reinitiated after consultation with the county jail, DOC, and CDC;
- **Programming**
 - Facilities will conduct in-person programming in large group rooms (group size will be determined by the CAO, or designee, based upon the physical space available in the group room) and maintain social distancing, proper hand hygiene, along with wearing of face coverings;
 - Facilities will allow for individual client meetings and program sessions with case management and treatment staff, in accordance with social distancing, hand hygiene, and face covering protocols;
 - Tele-programming opportunities (including treatment programs, education, and other offerings) will continue within facilities and units, as approved by the Program Directors;
 - Industries will continue modified operations, at the direction of the facility CAO, with continued production of PPE and other approved projects;



Maine Department of Corrections

- Facilities will implement necessary technology for the sustainable operation of treatment programming, education and vocational training classes, for use through the fall 2020 semester;
- **Dining Hall**
 - Dining services and protocols will be established by the facility CAO, specific to the facility's schedule and layout;
 - Each facility's plan will include protocols for social distancing practices, proper hand hygiene, and wearing of face coverings, where necessary;
 - Facilities are asked to review the guidance from DECD regarding restaurant dining and proper social distancing, hand hygiene, and cloth face mask precautions when developing their dining plans;
 - Facility dining halls will be utilized in a limited capacity for dining services.
- **Volunteers and Vendors**
 - All permitted volunteers and vendors will be required to pass the facility's entrance and screening protocols upon arrival at the facility, including the COVID-19 screening form, temperature screening, and compliance with hand hygiene and face covering protocols;
 - Only essential vendors/contractors, including health services-related, will be permitted on-site at facilities
 - Volunteer-led activities will continue to be gradually introduced into facility schedules
 - As approved by the CAO or Program Director, facilities will conduct in-person volunteer-led activities in large group rooms (group size will be determined by the CAO, or designee, based upon the physical space available in the group room) and maintain social distancing, proper hand hygiene, along with wearing of face coverings;
 - As approved by the CAO or Program Director, facilities will also allow for individual client meetings and program sessions with approved volunteers, in accordance with social distancing, hand hygiene, and face covering protocols;
 - Individual volunteer-led sessions may also be allowed using in-person, non-contact protocols and areas, if approved by the Program Director
 - Any approved volunteer coming into a DOC facility will sign an agreement, agreeing to abide by COVID-19-specific guidelines and protocols, or will not be allowed entrance;
- **Medical and Behavioral Health Services**
 - During October, routine medical and behavioral health services will continue at all DOC facilities;
 - At each facility, medical / behavioral healthcare services will overlap with standard operational plans established by the facility CAO, which will resume in schedule and layout;
 - Each facility medical and behavioral health plan will include protocols for social distancing practices, hand hygiene, hygiene and sanitation for common areas, room and workspaces, and wearing of face coverings;
 - Direct medical encounters with patients will include the proper wearing of the most appropriate PPE for the planned encounter
 - All general areas require a minimum the wearing of face covering
 - Proper hand washing will occur before and after all patient direct encounters
 - All clinical areas in which a patient encounter has occurred in treatment room will require proper cleaning between each patient visit
 - After hours tele-encounters will be continued at facilities in which an established protocol has been developed for use



Maine Department of Corrections

- **Dental Services**

- During October, routine dental services will continue at all DOC facilities;
- At each facility, dental services will overlap with standard operational plans established by the facility CAO, which will resume in schedule and layout;
- Each facility dental services plan will include protocols for social distancing practices, hand hygiene, hygiene and sanitation for common areas, room and workspaces, and wearing of face coverings;
- Direct dental encounters with patients will include the proper wearing of the most appropriate PPE for the planned encounter
 - All general areas require a minimum the wearing of face covering
 - Proper hand washing will occur before and after all patient direct encounters
 - All clinical areas in which a patient encounter has occurred in treatment room will require proper cleaning between each patient visit
- Resumed services will include Dentist, Oral Surgeons, Denturist, Dental Hygienist, and Dental Assistants
 - Facility dental services will comply with the Maine Board of Dentistry, Wellpath, and Maine CDC's standard recommendations for dental practices;